

Finance and Labor Relations Committee

Regular Meeting

Thursday, February 4, 2021 at 6:00 p.m.

Due to the COVID 19 orders of social distancing this meeting was held virtually at:
<https://meet.google.com/ngu-pcnx-vxa> and by phone at (US) +1 224-458-3254 PIN: 673 073 595#

MINUTES

- 1) **Call to order.** Cole called the meeting to order at 6:00 pm.
- 2) **Roll Call:** Members present: Alderpersons Rick Cole, Joy Morrison and Dianne Duggan. Others present: Mayor William Hurtley, Judy Walton and Treasurer/Utility Accountant Julie Roberts.
- 3) **Approval of Agenda.** Duggan made a motion, seconded by Morrison to approve the agenda as presented. Motion approved 3-0.
- 4) **Minutes.** Morrison made a motion, seconded by Duggan to waive the reading of the minutes of the January 7, 2021 regular meeting and to approve them as printed. Motion approved 3-0.
- 5) **Citizen appearances.** None.
- 6) **Bills.** Duggan made a motion, seconded by Morrison to accept the January 2021 City bills as presented in the amount of \$3,422,453.20. Motion carried 3-0 on roll call vote.
- 7) **New Business:**
 - a) **Motion to recommend to the Common Council approval of lease extension agreement with Quadient Leasing USA Inc. for city hall postage machine.**

Morrison made a motion, seconded by Duggan to recommend to the Common Council approval of lease extension agreement with Quadient Leasing USA Inc. for City Hall postage machine. Walton shared that the lease on our postage machine comes due in a couple of weeks. Normally we have a 5 year lease but with new requirements we will need to get a different machine. This lease extension is for one year. Purchasing a machine would be most costly and we would not have the coverage that we do now. Motion carried 3-0.
- 8) **City Administrator/Finance Director Report.** Roberts shared that due to staff changes and restructuring, with the approval of the Mayor, she has a lined up a temporary employee from Baker Tilly starting on Monday to get us caught up with bank reconciliations. We are hoping to hold interviews for the Utility Billing clerk position sometime next week.
- 9) **Unfinished business:** Public Works Mechanic Job Description. Roberts will remind the Public Works Director that this needs to come back to Committee.
- 10) **Meeting Discussion:** The next regular meeting will be held virtually March 4th, 2021 at 6:00 p.m.
- 11) **Adjourn:** Morrison made a motion, seconded by Duggan to adjourn at 6:26p.m. Motion passed 3-0.

Respectfully Submitted

Julie Roberts – Treasurer/Utility Accountant

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